

# COUNTY OF YORK

## MEMORANDUM

**DATE:** November 8, 2000 (BOS Mtg. 11/21/00)

**TO:** York County Board of Supervisors

**FROM:** Daniel M. Stuck, County Administrator

**SUBJECT:** Authorization to Execute a Professional Services Agreement for the Yorktown Capital Improvements Plan

On October 17, 2000 the Board discussed a proposed professional services agreement with Carlton Abbott and Partners, which has been recommended for projects listed in the approved Yorktown Capital Improvements Plan. The Board tabled action on proposed resolution R00-172 that would authorize the County Administrator to execute the proposed professional services agreement and requested staff to answer a number of questions related to this topic. To this end, the following information has been assembled for your review:

### **What is a Professional Services Contract?**

A Professional Services Contract is the standard way of securing private consulting services for engineering, architectural, planning, surveying and other similar work. The Board has previously approved both Architectural Services Contracts and Engineering Services Contracts that have almost identical terms and conditions. The proposed Professional Services Contract is the County's standard engineering services contract except the word "Professional" was substituted for the word "Engineer". This was done to reflect the wide range of services that will be used under this contract.

### **What professional services will be employed under the proposed Professional Services Contract?**

Services will include surveying, civil engineering, archeological assessments and surveys, environmental assessments and surveys, and architectural designs.

### **How and when were proposals solicited for Professional Services?**

Staff issued a Request for Proposals (RFP) on July 20, 2000 with a deadline of August 11, 2000. The request for proposals was advertised in the Daily Press. Requests for Proposals were also mailed to or picked up by 15 firms.

### **Which firms submitted proposals?**

The following firms submitted proposals in response to our RFP:

1. Rickmond Engineering, Inc. - Williamsburg, VA.

2. A.D. Potts & Associates, Inc. – Newport News, VA.
3. AES Consulting Engineers – Williamsburg, VA
4. Buchart Horn, Inc. – Williamsburg, VA
5. Clough, Harbour & Associates, LLP – Richmond, VA
6. Carlton Abbott and Partners, P.C. – Williamsburg, VA
7. Timmons – Richmond, VA
8. URS Corporation – Newport News, VA
9. The Sirine Group, Ltd. – White Marsh, VA

### **Who determined the final selection?**

An evaluation committee of the following five individuals was used to review to proposals and make the final selection:

1. Dorothy Geyer, Landscape Architect for Colonial National Park Service
2. Robert S. Kraus, Director of General Services, York County
3. Wayne M. Oien, Engineer I, York County
4. Robert L. Peters, Chief of Engineering and Facility Maintenance, York County
5. Thomas W. Sawyer, CPPO, Purchasing Agent, York County

### **What Evaluation Criteria did the selection committee use?**

The committee followed the Board's policy for evaluation of proposals under competitive negotiation, which is outlined in our purchasing ordinance (section 3-13 of Ordinance 00-13). In addition, the following criteria (not necessarily listed in order of priority) was outlined in the RFP and was used by the committee to rate the written proposals:

1. Proximity of the firm's location to the Yorktown area.
2. Qualifications of design personnel to be assigned to this contract, and overall qualifications and experience of the firm and any consultants to be used.
3. Experience with similar design work.
4. Experience with surveying, layout and development of construction documents.
5. Knowledge of environmental laws.

Based upon independent review of the proposals, the selection committee then met to determine which firms should be interviewed. The committee members were unanimous in their selection of the three top-rated firms.

### **What firms were interviewed?**

The following firms (the three top-rated) were interviewed:

1. Carlton, Abbott and Partners, P.C. – September 8, 2000 at 8:30 a.m.
2. Timmons – September 8, 2000 at 9:45 a.m.
3. URS Corporation – September 8, 2000 at 11:00 a.m.

### **What criteria were used to rate the firms during the interviews?**

The committee asked each firm to come to the interview prepared to discuss how they would approach a single project – the proposed parking lot on National Park Service property near the Archer Cottage. This exercise gave the selection committee an opportunity to see how the firm would approach a project and if certain essential considerations particular to Yorktown (e.g., environmental and archaeological) would be adequately addressed. The committee also had an opportunity to evaluate how coordination with the National Park Service would be handled and the firm's sensitivity to cultural and aesthetic issues.

### **What firm was selected?**

Based upon the written proposals, and the interview process, the committee unanimously selected Carlton Abbott and Partners as the most suitable firm for the proposed contract. It should be noted that Carlton Abbott and Partners included the following firms in their proposal to assist in Yorktown projects:

1. Landmark Design Group – Civil Engineers/Surveyors – Williamsburg, VA
2. Vanasse Hagen Brustlin, Inc. – Civil Engineers/Surveyors – Williamsburg, VA
3. Hankins & Anderson, Inc. – Consulting Engineers – Richmond
4. Schnabel Engineering – Geotechnical Engineers – Hampton, VA
5. Abiouness, Cross & Bradshaw, Inc. – Engineers – Norfolk, VA
6. Araeological & Cultural Solutions, Inc. – Archaeologists – Williamsburg, VA
7. Foundation Engineering Science, Inc. – Geotechnical Engineers – Williamsburg, VA

Although Carlton Abbott and Partners will be the lead firm under this contract, the range of expertise and experience represented by the other firms on the team was one of the major factors involved in the committee's decision. The committee felt that this team would be able to respond very well to the wide variety of projects and issues likely to be assigned under the proposed contract.

### **What type of work will be performed under this contract?**

The RFP stated that this would be a three year blanket contract and that the initial tasks to be performed under this contract may include (but would not be limited to) the following seven projects:

1. New Waterfront Parking Lot (G-Square Property) – A new public parking lot on the north side of Water Street, between Ballard and Buckner Streets (if the Board decides to move forward on this potential project).
2. Read Street Parking Lot (Archer Cottage Area) – A new public parking lot on the north side of Water Street, between Read Street and the Archer House.
3. Alexander Hamilton Boulevard Improvements – Improvements to the areas adjacent to Alexander Hamilton Boulevard, to include construction of road islands, area beautification and drainage/storm sewer improvements.
4. Water Street Curbing Improvements – Improvements along the south side of Water Street between Ballard and Read Streets, to include new curbing construction.

5. Poor Potters' Sidewalk (Read Street) - Construction of a sidewalk along Read Street from Main Street to the Poor Potters site.
6. Grace Church Parking Lot - Construction of a public parking lot at Grace Episcopal Church on Church Street.
7. Improvements at Five Forks – Improvements at “Five Forks” (intersection of Ballard Street, Zweybrucken and Colonial Parkway) to improve appearance and to improve safety for motorists and pedestrians.

**What other work could be done under this contract?**

Any professional services needed by the County could be performed under this contract for three years within applicable state, federal, and local regulations and within funding limitations that have been established by the Board. Staff does not intend to use this contract for any other purpose except in support of projects within the historic village of Yorktown. The following is a partial list of potential projects (not listed above) that could be completed with the help of services under this contract:

1. Jamestown/Yorktown Property site design (if the property is acquired).
2. Jamestown/Yorktown Property shell building design (if the property is acquired).
3. Environmental assessments needed for many projects.
4. Archaeological assessments needed for many projects.
5. Services associated with the land exchange with the National Park Service.
6. Masonic Lodge Parking Lot.
7. Riverwalk between Comte de Grasse and Read Streets.
8. Riverwalk extensions west of the Coleman Bridge.
9. Design of streetscape improvements.
10. Assessments for development of additional parking lots.

**How and when will the scope of services be determined?**

This contract has been designed to authorize Carlton Abbott and Partners to proceed with work on an incremental basis as defined in multiple “Notices to Proceed”. Each notice to proceed issued by the County will establish payment and completion deadlines for specific work that has been authorized. Each and every notice to proceed will also be reviewed and signed by the County Attorney before it is processed. Board policy will require that the cost of services be within the funding that was appropriated. During the current fiscal year the Board has appropriated \$140,000 for this purpose with the adoption of the Yorktown Capital Improvements Program. Working within this approved amount, an individual scope of work and fee will be established for each separate engineering/consulting project

Potentially under the Yorktown Capital Improvements Plan, the total amount budgeted for professional services for the three year contract period is \$400,000 (\$140,000 in FY 2001 for engineering work and /environmental/archaeological studies; \$60,000 in FY 2002 for engineering work and /environmental/archaeological studies and \$200,000 in FY 2002 for design for improvements on the Jamestown Yorktown property, if it is acquired). It is also important to note that we are not required

under the proposed contract to award all the professional work for Yorktown related projects to Carlton Abbott and Partners. If, because of the nature of a particular project, the expertise it requires, or some other reason, it is in the County's best interest to retain another firm, that can certainly be done. In other words, the blanket contract makes the Abbott team available for engineering and associated work for the Yorktown projects in accordance with a predetermined fee schedule, but it does not obligate the County to use the firm for all the work.

**When will the Board be briefed concerning design work?**

Staff will present preliminary designs to the Board for any significant project (typically any construction project that will cost in excess of \$30,000) prior to authorizing the consultant to prepare final construction drawings.

**What is a blanket contract and why was it used?**

It is costly and time consuming for both the County and for consultants to go through the RFP process. Therefore, it is not efficient to use separate proposals for miscellaneous projects that come up from time to time or to handle situations where we have many related projects that will be completed over a period of years. A blanket contract allows us the flexibility we need to secure professional services where our needs are likely to change or be redefined as we move forward with a comprehensive Capital Improvement Program like we have for Yorktown.

**How will compensation be determined under this blanket contract?**

Compensation will be negotiated for each project before a notice to proceed is issued to the consultant and compensation will either be on a lump sum basis or on an hourly basis with a not to exceed limit. The hourly rates for various professionals are attached for your review. The hourly rates include employee benefits (insurance, leave, pensions and similar benefits) as well as the firm's profit and overhead. The hourly rates remain the same for three years unless a change is approved by the County through a contract amendment. In other words, there is no automatic inflation or escalation clause in the fee schedule.

**Do blanket contracts cost more?**

Staff believes that blanket contracts will cost less than traditional contracts, especially when the complete scope of work is difficult to define at the time of contract signing. In other words, if the full scope of work is difficult to define, the consultant will include extra compensation in their fee proposal to cover unknown circumstances unless a blanket contract is used. A case in point is the renovation of the York Library facility. If we had agreed to a traditional professional services contract, the fee would have been approximately 7.5% of the total renovation costs, based on the state standards for interior renovation work. This would equate to a fee for professional services of \$34,125 for an estimated project cost of \$455,000. Under the blanket contract, we authorized work for several portions of the project as we refined the scope of the project. We were able to limit the required professional services to electrical engineering and interior design work. The total fee under the blanket contract was \$17,230, which represents a saving of over \$16,895 over a traditional contract.

**Have we used other blanket contracts?**

Yes, other blanket contracts have been awarded. We currently maintain approximately 100 blanket (sometimes referred to as “call” contracts) for County and Schools for goods and services. We also have used blanket contracts for engineering and architectural services. Currently, we have a blanket contract for architectural services with Forrest Coile P.C. from Newport News. Some of the renovation work for the York Library was designed under the blanket contract that we have with Forrest Coile, P.C.

**Has the County given much of the Engineering and Architectural work to Carlton Abbott and Partners in the past?**

During the last ten years, the only work that has been performed by Carlton Abbott and Partners has been for projects located within Yorktown. Design services included designs for the riverwalk project, the Spectrum parking lot, the face lift for the Water Street sewer pump station, the York Hall parking lot, the new post office, and the proposed wharf area development. In addition, Carlton Abbott has also been as a subcontractor of Sasaki & Associates, the general contractor for the Yorktown Master Plan.

All contracts managed by the Department of General Services have been issued through the RFP process and selection has been made by a selection committee and subsequently approved by the Board. Every effort has been made to select the most qualified firm for each project. Emphasis has always been placed upon the qualifications of the design professionals that a design firm selects for a given RFP. This goal has had the end result of spreading work around to a number of firms since each contract presents unique challenges that are matched by the most qualified professional. The following is a summary of professional service contracts that have been managed by the Department of General Services over the past ten years:

<b>Professional Service Contracts Managed by General Services 1990 to Present</b>	
<b><u>Project</u></b>	<b><u>Consultant</u></b>
Tabb Library Design (1998-1999)	Magoon & Associates Williamsburg, VA.
York Hall Renovations (1999-2000)	DJG, Inc. Williamsburg, VA
Finance/Administration (2000-Present)	Forrest Coile Associates, P.C. Newport News, VA
York Library Renovations (2000)	Forrest Coile Associates, P.C. Newport News, VA
York Library (1989-1990) Computer Power/Data Design	E.E. Design, P.C. Yorktown, VA
Dirt Streets/Russell Lane Improvements Design	AES Consulting Engineers (Out of Business)

<b>Professional Service Contracts Managed by General Services 1990 to Present</b>	
(1992 Preliminary Design & 1999 Final)	Williamsburg, VA
Human Services Building (1998-1999)	APEX Engineering Newport News, VA
Fire Station #2 Renovations (1993-1994)	AES Consulting Engineers (Out of Business) Williamsburg, VA
Tabb Fuel Facility/Fire Station #2 (1993) Site Improvements Design	Lanna, Dunlap, Spriggs, P.C. Richmond, VA
Operations Center Facility Designs (1992)	Caro, Monroe Liang Architects Newport News, VA
Griffin-Yeates Center Geothermal Design (1997) Constructed (1997-1998)	ECI Engineers Newport News, VA
York/Poquoson Courthouse (1996-1997)	Caro, Monroe & Liang Architects Newport News, VA Hansen Lind Meyer McLean, VA
Parks and Recreation Office Building (1997-1998)	Tymoff + Moss, Architects, P.C. Norfolk, VA.
Wharf Structural Analysis (1991)	Glenn Sadler and Associates Norfolk, VA
Riverwalk, Wharf Area Designs (1995;1998), Spectrum Parking Lot, York Hall Parking lot, Sewer Pump Station Facelift, and new post office parking lot and canopy designs.	Carlton, Abbott and Partners, P.C. Williamsburg, VA
Shoreline Stabilization (Phase I) (1993)	Vanasse Hangen Brustlin, Inc. Williamsburg, VA
New Pier Design (1999)	Clark Nexsen Norfolk, VA

**Has Carlton Abbott and Partners provided most of the professional services for Yorktown?**

The 1989 "Focus on Yorktown" workshop/community meeting is the genesis of the Yorktown Master Plan, the Riverwalk, and the current Yorktown Capital Improvements Plan. The following is a list of professional services that have been performed for the historic village since the Focus on Yorktown meeting was conducted.

<b>PROFESSIONAL SERVICES FOR YORKTOWN</b>	
Focus on Yorktown Workshop (1989)	The Waterfront Center Washington, D.C.
Yorktown Master Plan (1991)	Sasaki & Associates Washington, D.C. (Note: Carlton Abbott and Partners was a consultant to Sasaki for this project)
Market Study (1991)	ZHA, Inc. Annapolis, MD
Architectural Design Guidelines (1991)	Land and Community Associates Charlottesville, VA

PROFESSIONAL SERVICES FOR YORKTOWN	
Riverwalk, Wharf Area Design (1995;1998) Spectrum Parking Lot and Sewer Pump Stations Facelift	Carlton, Abbott and Partners, P.C. Williamsburg, VA
Streetscape and Beautification Plan (1999)	The Cox Company Charlottesville, VA
Water Street Drainage Design (1994)	The Sirine Group Gloucester, VA
Wharf Structural Analysis (1991)	Glenn Sadler and Associates Norfolk, VA
Shoreline Stabilization (Phase I) (1993)	Vanasse Hangen Brustlin, Inc. Williamsburg, VA
New Pier Design (1999)	Clark Nexsen Norfolk, VA

**Recommendation:**

I believe that the proposal for professional services received from Carlton Abbott and Partners was the best overall and that it is in the County's best interest to enter into the proposed three year "blanket contract" with them. The selection process was conducted in accordance with state law and was done fairly and without bias. The use of the "blanket" contract provides the most efficient, flexible, and cost-effective method to secure professional services for the Yorktown Capital Improvements Program.

Proposed Resolution R00-172R authorizes the County Administrator to execute an agreement approved as to form by the County Attorney with Carlton Abbott and Partners. I recommend adoption of proposed Resolution R00-172R.

Kraus/3808:aer

Attachments